

Job Posting Title

Criminal Investigator/Desk Officer

Effective Date

01/04/2012

Reference Code

EB-90148468

Additional Information

\$92,000 - \$134,000 / year

Job Title

Criminal Investigator/Desk Officer (1)

Company

Amtrak

Department

Office of Inspector General

Tasks

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

PLEASE NOTE:

Amtrak OIG is not a Federal agency. Our employment opportunities are not Federal jobs.

The Criminal Investigator/Desk Officer serves as primary contact between the Office of Investigations field offices (FO) and headquarters (HQ). The Criminal Investigator/Desk Officer will:

- Provide advice and technical expertise based on knowledge of laws and regulations governing Amtrak OIG policy, procedure, and operations, and Federal Rules of Criminal Procedure
- Coordinate requests from the FO that require action or approval by the Inspector General (IG) or Office of Investigations HQ officials, such as requests for consensual monitoring and deputation

- Provide HQ coordination on such matters as Hotline referrals, training, Freedom of Information/Privacy Act requests, and referrals for administrative actions
- Represent the OIG in conferences, meetings, and discussions with other law enforcement organizations and Amtrak corporate officials and employees
- Respond to inquiries from Congress, the public, and high-level Amtrak officials; Prepares responses or reports and submits through the DAIG Investigations-HQ for the signature of the IG or the AIG for Investigations (AIGI)
- Review investigative reports to identify management and/or operational problem areas where there is a need to establish, modify, or reverse policies, procedures, or techniques
- Identify investigations deficiencies and remediates, targeting optimum investigative results
- Provide technical advice and recommendations through the DAIGI - HQ to the AIGI, Deputy IG, and IG on major developments, significant problems, and resolutions
- Prepare and assists in the creation of recurring and/or special reports
- Conduct criminal investigations of a sensitive nature
- Participate in periodic reviews of the Office of Investigations FO to ensure adequate internal controls and compliance with applicable laws and regulations as well as established policies, procedures, and standards
- Analyze trends and patterns in the overall investigative program as well as in the management and conduct of individual investigations
- Enter data and reviews data entered by the FO into the Amtrak Investigation Management (AIM) system to ensure accuracy/conformance to policy guidelines
- Review investigative reports submitted by FO for adequacy of investigative efforts and for compliance with OIG and Council of Inspectors General for Integrity and Efficiency (CIGIE) written policies, standards for criminal investigators and peer review protocols
- As required, this position is designated with full law enforcement authority, as such; carries an authorized firearm; executes arrest and search warrants; apprehends, searches, and transports violators, and arranges for their appropriate detention

Requirements

EDUCATION:

Bachelor's degree in administration, criminal justice or related fields or an equivalent combination of education and training; an advanced degree from an accredited university (in the appropriate discipline) is preferred

WORK EXPERIENCE:

The ideal candidate should possess:

- Extensive, relevant investigative experience at the Federal level in field and headquarters operations
- Computer forensic experience
- Familiarity with the accountability community (e.g., OIG, GAO)
- Familiarity with passenger rail operations and/or transportation operations

PLEASE NOTE:

Pre-employment physicals and a drug screen are required, as well as successfully passing a background

investigation.

COMMUNICATION AND INTERPERSONAL SKILLS:

Good communication and interpersonal skills; the ability to effectively communicate in writing, review/correct finished investigative reports and work products; and effectively summarize and accurately present investigative outcomes and results orally and in writing; strong analytical and problem-solving skills

TRAVEL:

Yes

RELOCATION OFFERED:

Yes

Contract Type

Regular

Location

10 G

City

Washington